



CITY OF CANBY
Invites applications for the position of:
POLICE OFFICER (Entry-Level)



SALARY: \$33.00 - \$41.53 Hourly
 \$2,640 - \$3,322 Biweekly
 \$68,664 - \$86,388 Annually
 Plus 6% City paid PERS contribution

OPENING DATE: April 19, 2021

CLOSING DATE: May 16, 2021 at 11:59 PM

SUMMARY:

The City of Canby Police Department is currently recruiting to fill a Police Officer position. Canby Police Department is also building an eligibility list for Police Officers. Certified Police Officers perform law enforcement and crime prevention work, including discovery, investigation, report preparation and patrol, to enforce federal, state and local laws. The Canby Police Department includes 26 sworn positions, including a Chief and two Captains. Officers have the opportunity to work in a variety of specialized units or specialized teams.

The City of Canby is a growing community of almost 18,000 residents located 25 miles south of Portland. Also known as "Oregon's Garden Spot", Canby, located in southwest Clackamas County, encompasses 4.5 square miles and is part of the beautiful Willamette Valley. Canby is a close-knit, family-friendly community that supports its local law enforcement agency. Canby's exceptional quality of life and low crime has earned it numerous awards, including being named in the top safest cities in Oregon for several years running. To learn more about the city of Canby, please visit www.canbyoregon.gov.

The City offers an excellent compensation and benefits package, which includes incentive pay eligibility, generous vacation and sick leave benefits, and group medical/dental/vision insurance for officers and their dependents.

COMPENSATION: Candidates start at the entry salary.

Officers demonstrating written and oral proficiency in the Spanish language shall receive an additional 5% premium incentive. For additional information, refer to the Collective Bargaining

Agreement between the City of Canby and the Canby Police Association, which can be found at www.canbyoregon.gov.

BENEFITS: The City of Canby offers eligible Police Officers the following benefits programs: paid time off (vacation); paid sick leave; paid holidays and paid personal day; group medical, dental and vision insurance for Officers and their dependents; city paid life insurance and long term disability coverage; flexible spending accounts; employee funded VEBA; Public Employees Retirement System (PERS); and employee funded 457(b) deferred compensation plan. 1.5% longevity incentive after 10 years continuous employment with the City of Canby.

QUALIFICATIONS: Through knowledge of police practices and procedures, investigative methods and techniques, federal, state and local laws, report writing, firearm use and safety precautions.

Education and Experience: Equivalent to high school graduation and ability to complete DPSST Basic law enforcement training and obtain state certification.

SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:

- Must be at least 21 years of age.
- Must be a U.S. citizen.
- Must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis).
- Must not have any discharge less than honorable from any branch of the military.
- Must possess a valid driver's license with acceptable driving record.
- Must attend and successfully complete the Police Academy, and have possession of DPSST Basic certificate required within one year of appointment.
- Must pass all phases of the examination process, including an oral and written exam, background investigation, psychological test, physical and agility testing.

Honesty and Integrity are two of the most important attributes that a police officer must possess. Officers shall conduct themselves so as not to impair their working relationship with other employees or with the public, so that confidence in the police service is secured and maintained. These two attributes are essential job qualifications to remain employed as a police officer. These are core expectations as a condition of holding certification as a police officer in the state of Oregon, as required by the Department of Public Safety Standards and Training (DPSST).

DESIRABLE QUALIFICATIONS: Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS general level certification, etc. Bi-lingual English/Spanish.

SUPPLEMENTAL INFORMATION

Physical Demands: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle, including a police motorcycle if assigned to the Traffic Team. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however, may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment worn typically weighs in excess of 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

APPLICATION AND EXAMINATION PROCESS: Interested individuals must complete and pass the required Frontline National Test with the National Testing Network (NTN) and submit a City of Canby employment application, resume, and cover letter by the closing date in order to be considered. Incomplete applications may not be processed. To schedule a test, go to www.nationaltestingnetwork.com, select Law Enforcement and sign up for the Canby Police Department.

NOTE: Due to the COVID-19 pandemic, the ORPAT is not being administered widely. If you are unable to provide an ORPAT score, your application will not be considered incomplete at this time.

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the application process for testing.
- Review all information related to the Canby Police Department Police Officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level test and ORPAT testing.
- Opportunity to take online practice tests at www.frontlinetest.com
- Schedule your own test time. Tests are offered multiple times each week, including remote testing.
- Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam and ORPAT testing, all candidate scores are automatically forwarded to the Canby Police Department. Candidates who attain a passing score on both the entry level exam and the physical abilities (ORPAT) test will be invited to continue in other stages of the department's selection process.

National Testing Network does not replace the Canby Police Department's responsibility and decision making in the testing process. All candidate results are provided to the Canby Police Department where the final decisions are made.

VETERANS' PREFERENCE: It is the policy of the City of Canby to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in hiring, a completed Veterans' Preference form along with the required documentation, must be submitted at the time of application.

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be downloaded from www.canbyoregon.gov, or requested by mail by calling Human Resources at (503) 266-0638. Mail completed applications to: Human Resources Department, City of Canby, PO Box 930, Canby, OR 97013.

Please be advised all notifications pertaining to this recruitment will be emailed to you at the email address provided on your employment application. Please be sure to provide your current and complete email address.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0733.

CONTACT INFORMATION:

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City of Canby
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